REQUISITION

PLEASE INVOICE:

VINITA PUBLIC SCHOOLS

114 South Scraper
Vinita, OK 74301
Phone: (918) 256-6778
Fax: (918) 256-5617

CONDITIONS OF PURCHASE

1. Goods to be delivered F.O.B. per “SHIP TO” address
2. Sales Tax Exempt
3. Deliveries subject to purchaser´s inspection
4. MSDS sheet required on all chemical products
5. Order not to exceed requisition total

_____
Purchase Order #

_____
Project

VENDOR:

NAME _____
ADDRESS _____
CITY _____ STATE ____ ZIP _____
PHONE _____ FAX _____

SHIP TO:

NAME _____
ATTENTION _____
ADDRESS _____
CITY _____ STATE ____ ZIP _____

FUNC	OBJ	PROG	SUBJ	GENERAL DESCRIPTION	ITEM #	QTY	PRICE PER	TOTAL
						SUBTOTAL		
						SHIPPING		
						TOTAL		

REQUESTED BY: _____ DATE: _____

Approved BY: _____ DATE: _____